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17 January 1950

MEMORANDUM FOR THE RECORD:

Subject: Coordination of Financial and Related Procedures
Applicable to the OSI Task Force [REDACTED]

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1. At 3:00 p.m. on 16 January 1950, a meeting was held with

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[REDACTED] of OSI;
Mr. [REDACTED] Acting Chief, Fiscal Division; Mr. [REDACTED] Assistant
Chief, Finance Division, Special Support Staff; and Mr. [REDACTED]
Acting Chief, Procurement and Supply Division, Special Support
Staff, for the purpose of coordinating procedures and instructions
relating to the handling of unvouchered funds which had been
authorized by the Projects Review Committee for the use of the
Task Force, and also to assure that appropriate action had been
taken with respect to matters pertaining to salary payments,
travel reimbursements and other vouchered activities. Basic over-
all problems were discussed and pertinent questions presented by
the Task Force representatives were clarified.

2. A review of the draft of the Delegation of Authority
and Instructions to be issued to [REDACTED]
Agent Cashier and Alternate Agent Cashier respectively, was made.
The Delegation was to be revised in accordance with suggestions
made by members of the group and then presented to the Assistant
Director, OSI, and appropriate officials of the Administrative
Staff and Special Support Staff for concurrence.

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3. [REDACTED] who is to be the Administrative Assistant
for the Task Force, was to immediately check with Mr. [REDACTED] in
order to prepare the request for available funds and make arrange-
ments for a transfer of funds abroad. It was determined that
[REDACTED] should be used for convenience purposes as well
as to avoid any confusion insofar as the Task Force [REDACTED]
Miss [REDACTED] was also to check in detail with the
Certifying Officer of the Finance Division who would certify the
Task Force accounts in order to obtain detailed information relative
to accounting and reporting procedures. It was determined that the
Chief of the Mission should approve all expenditure accountings
submitted to the Finance Division.

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4. The problem relating to the acquisition of supplies and materials needed for current operations was presented. It appeared that with the exception of typewriters and automobiles shipped from Washington, D. C. that only a relatively few items such as [REDACTED] typewriters would be of such a nature as to require ultimate property accountability and in view of the fact that the Task Force was to remain [REDACTED] for only a period of approximately six months, it was not considered necessary for current property reportings to be submitted since an inventory report approximately 30 days prior to departure would suffice to permit the Chief, Administrative Staff, and the Chief, Special Support Staff, to take appropriate action as to disposition. In the meantime any procurements received as a result of expenditure of unvouchered funds would be reflected on Vouchers received in the Finance Division, SSS. C.F.

5. The matter of procuring gasoline, repair items and possibly some supplies from the Army on a reimbursable basis was discussed with representatives of the Task Force. The Acting Chief, Fiscal Division, was to follow through with the Chief, Administrative Staff to ascertain if the necessary action had been taken to clear with appropriate Army officials required authority and identification of the Chief of the Mission so that no difficulties would be encountered locally after the Task Force commenced operations. Arrangements had already been made with representatives of the Task Force to contact the Chiefs of the vouchered Payroll and Travel Branches in order to make all necessary personal arrangements regarding pay matters.

6. The undersigned indicated that in approximately one week and prior to departure of members of the Task Force that a further check would be made by individuals present at the meeting to ascertain that all matters have been handled to the satisfaction of members of the Task Force.

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cc: Mr. [REDACTED] General Counsel
 Mr. [REDACTED] Fiscal Division ✓
 Mr. [REDACTED] Finance Division
 Mr. [REDACTED] OSI

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